

## INTERIOR DOCUMENTER

**Term:** Full Time

**Salary:** Negotiable, commensurate with experience



### About the company

Ewert Leaf is a dynamic, multi-disciplinary design and architecture studio distinguished by an innovative yet commercial approach to design solutions. Our diverse portfolio of work spans across hospitality, retail, workplace, private and multi-residential, and aged care sectors.

The studio leaders are passionate about mentoring and developing talent to shape the future of the industry in the way we work, learn and live.

Nestled close to Albert Park in South Melbourne, our practice is an engaging, community focused collaborative space.

### The Opportunity

An exciting opportunity has emerged for an experienced Interior Documenter to join our studio. This role offers the opportunity to work collaboratively with the team and contribute to a diverse range of projects, focusing on design development and documentation required for the construction of our projects.

### About the role

As an Interior Documenter, you will have extensive experience in the private residential, multi residential and commercial sectors. You will have a passion for design and a positive and professional attitude. As a proactive and self-motivated professional, you will confidently work both independently and within a project team, whilst communicating effectively with your colleagues, clients and consultants. You bring extensive technical ability to the role, including comprehensive knowledge of the relevant standards and software. You will work proactively to optimise CAD / BIM systems, documentation processes and libraries, and mentor and assist staff with technical queries.

### Skills and experience

- A recognised tertiary qualification
- Demonstrated experience in design development and construction documentation in the private residential, multi residential and commercial sectors
- Expert knowledge of AutoCAD and Revit
- Proficiency in SketchUp is also favorable
- In-depth knowledge and understanding of Australian building regulations
- Strategic and efficient approach to documentation and delivery of projects
- An understanding of detailed documentation required, specific to each sector and project typology

### Personal qualities and behavioural traits

- Excellent verbal and written communication skills
- A collaborative approach to problem solving and interest in knowledge sharing and mentoring
- Strong organisational and time management skills
- Exceptional attention to detail and solutions focused
- Exceptional ability to engage and build relationships with stakeholders across all levels
- Confidently contribute to multiple projects simultaneously

### How to apply

- Must be eligible to live and work in Australia and must currently reside in Australia
- Submit a cover letter, CV and portfolio to [careers@ewertleaf.com.au](mailto:careers@ewertleaf.com.au)
- Only shortlisted candidates will be notified for an interview
- No recruitment agencies please